

Step-By-Step FTP Upload Instructions

To access the OIC FTP site, you must use FTP software, not an Internet browser. These instructions are for the Microsoft® Windows FTP program. If you are using any other FTP software, please refer to its instructions.

1. Click the **Start** button, then **Run...**
2. In the Open: combo box and type **cmd** and press the Enter key.
 - If this doesn't work, see step 10.
- 2a. If necessary:
 - Change to the drive that has the ZIP file by typing the drive letter and a colon and pressing the Enter key, for example **C:**
 - Change to the directory (folder) that holds the ZIP file by typing "CD \directory". For example: **CD \2003** will change the directory to C:\2003. For help, see step 10 or open Windows Explorer (Start | Programs | Accessories | Window Explorer), click Help | Help Topics. In the Index tab in the left frame, type "folders", then double-click on "changing with chdir command".
3. Type **ftp ftp.oic.wa.gov** The site should respond with "Connecting to ftp.oic.wa.gov." If not, type bye, check the spelling and punctuation and redo this step.
4. The FTP site will prompt you to enter a user ID. Type the user ID and press the Enter key.
5. Next is the password prompt. Type the password and press Enter. If successful, you will get a response like "User annrpt logged in" and a "ftp>" prompt.
 - If the login fails, check the user ID and password spelling. If there is a mistake, type bye and restart at step 3, otherwise go to step 10.
 - If you get a prompt for any other passwords before or after entering the FTP password, you may have a firewall preventing outbound access. See step 10.
6. Type **binary** and press Enter. The response is "Type set to I."
7. Type "Put ZIPfilename". For example: **Put 66666_01_X_2003_O_M_01_0_NA_1.ZIP**
 - If the response is an error, such as "file not found", recheck the spelling and punctuation. If that is correct, you may not be on the same drive or directory that contains the ZIP file. Type bye and restart at step 2a or see step 10.
8. Wait until the file transfers.
 - If you have multiple files to send, go to step 7 and Put the next file.
9. Type **bye** and press Enter to leave the FTP program, then type **exit** and press Enter to close.

! Some firewalls give the impression that a filing was sent, but don't send anything. Please work with your computer security staff regarding your firewall issues. Follow the separate "WA_EM" text file instructions for a positive confirmation of OIC receipt and acceptance.

10. If any step does not work or generates an error, please contact your company's computer support personnel. They will be in the best position to troubleshoot problems at your computer.

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C:\WINNT\System32\cmd.exe
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>c:
C:\>cd \testextracts\2004\batch

C:\TestExtracts\2004\Batch>ftp ftp.oic.wa.gov
Connected to ftp.oic.wa.gov.
220 ProFTPD 1.2.5 Server (ProFTPD) [64.237.107.154]
User (ftp.oic.wa.gov:(none)): annrpt
331 Password required for annrpt.
Password:
230 User annrpt logged in.
ftp> binary
200 Type set to I.
ftp> put 11100_86_p_2003_o_m_02_0_na_1.zip
200 PORT command successful.
150 Opening BINARY mode data connection for 11100_86_P_2003_O_M_02_0_NA_1.zip.
226 Transfer complete.
ftp: 6658 bytes sent in 0.02Seconds 317.05Kbytes/sec.
ftp> bye
221 Goodbye.

C:\TestExtracts\2004\Batch>
```

Step 2a →

Step 3 →

Step 4 →

Step 5 →

Step 6 →

Step 7 →

Step 8 →

Step 9 →